

**GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT**

IT,E&C DEPARTMENT - Standing orders under Rule 16 (1)(a) of the Andhra Pradesh Government Business Rules,2018 and Instructions for Implementation of Level jumping – Orders - Issued.

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**INFORMATION TECHNOLOGY, ELECTRONICS AND COMMUNICATIONS (ADMIN)  
DEPARTMENT**

**G.O.Ms.No. 7**

**Dt. 30.11.2022**

**Read the following:-**

1. G.O.Ms.No.81, General Administration (Cabinet.II) Dept., Dt. 24.08.2022.
2. Govt. U.O.Note No. 1727499/CAB-II/2022-1, G.A. (CABINET.II) Dept.,  
dt. 09.09.2022.

**No.3378**

**AMARAVATI, FRIDAY, DECEMBER 30, 2022**

**G.3310**

**ORDERS:**

**NOTIFICATIONS BY GOVERNMENT**

Under the provisions of Rule 16 (1)(a) of the Andhra Pradesh Government Business Rules, 2018, and adhering to the "Level jumping" guidelines in the circulation of the files in the IT, E&C Department, the flow of the "processing of the files" is approved as follows:-

**Department: IT,E&C Department**

**A. Promotions Wing:**

Sl.No	Subject	Category (A/B/C)	Initiation with relevant rules/ GOs/Acts	Submission with Scrutiny	Decision Making
1	IT/ELECTRONICS Policy	A	SeMT / PMU	Director	Secretary, HMIT, HCM
2	DPR evaluation	C	SeMT / PMU	Director	Secretary
3	Land Allotment to IT and Electronics Industry	A	SeMT / PMU	Director	Secretary, HMIT, HCM
4	Incentives and Subsidies	C	SeMT / PMU	Director	Secretary, HMIT
5	IT Parks, Concept cities, EMC parks	C	SeMT / PMU	Director	Secretary, HMIT
6	Gol's IT and Electronics policy related Matters	C	SeMT / PMU	Director	Secretary, HMIT
7	IT Promotion Events, Organization of Promotion events workshops /Road shows	C	SeMT / PMU	Director	Secretary
8	CCITI / SIPB/SIPC meetings	C	SeMT / PMU	Director	Secretary, HMIT

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9	Cabinet Memorandum for IT / ESDM etc Functional works	A	Director	Spl. Secretary	Secretary, HMIT, HCM
10	All important correspondences relating to Government of India	C	SeMT / PMU	Director	Secretary, HMIT
11	Matters relating to LAQs/SNQs /LCQs/ Assurances/ Rules 304/PAC	A	Director	Spl. Secretary	Secretary, HM IT
12	Court Cases and Grievances etc	B	Director	Spl. Secretary	Secretary
13	Approval of Counter (Court matters)	A	Director	Spl. Secretary	Secretary
14	Write off fees/ dues losses etc	C	Director	Spl. Secretary	Secretary

**B. COMMUNICATIONS AND INFRASTRUCTURE WING:**

Sl. No.	Subject	Category (A/B/C)	Initiation with relevant rules/ GOs/Acts	Submission with Scrutiny	Decision making
1	Indent received from various stake holders where procurement is required	C	Section	Director	Secretary, HMIT
2	Payment authorizations to APTS based on existing contracts with due certifications	C	Section	Director	Secretary HMIT
3	Administrative sanction Orders	C	Section	Director	Secretary, HMIT
4	Budget Release Order Proposals to Finance Dept.	C	Section	Director	Secretary, HMIT
5	Renewal of Contracts for maintenance/ FM/ Man Power/ Bandwidth/ Subscriptions Licences etc.	C	Section	Director	Secretary, HMIT
6	Matters related Government of India (MeITY/DoT)	C	Section	Director	Secretary, HMIT
7	Provisioning of Infrastructure / Licences etc under APSCAN, APSDWAN, SDC, VC, where there is no Procurement involved	C	Section	Director	Secretary, HMIT
8	Matters/Currents received where the subject pertains to other Secretariat departments and to be forwarded to concerned department(s)	C	Section	Director	Secretary

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9	Member in APTS TCPC where the procurement value is less than Rs.10.00 Crores, pertaining to the Infra/ Communication wings	C	Section	Director	Secretary, HMIT
10	Submission of Para wise remarks (Court matters)	B	Section	Director	Secretary
11	All important correspondences relating to Government of India	C	Section	Director	Secretary, HMIT
12	Policy matters pertaining to SDC, SWAN, SCAN, Email Policy, Cyber Security Policy, APSAC, SAPNET	C	Section	Director	Secretary, HMIT
13	Write off fees/ dues losses etc	C	Director	Spl. Secretary	Secretary HMIT
14	Cabinet Memorandum for Communications and Infra Functional works	A	Director	Spl. Secretary	Secretary, HMIT, HCM
15	Approval Counter (Court matters)	A	Director	Spl. Secretary	Secretary
16	Matters relating to LAQs/SNQs /LCQs/Assurances/ Rules 304/PAC	A	Director	Spl. Secretary	Secretary, HMIT

**C.E- Governance Wing:**

Sl. No.	Subject	Category (A/B/C)	Initiation with relevant rules/ GOs/Acts	Submission with Scrutiny	Decision making
1	Policy matters pertaining to eGov initiatives ie Data Governance Policy and eProcurement Policy etc	A	SeMT / PMU	Spl. Secretary	Secretary, HMIT, HCM
2	GoI apps relating to eGov initiatives like Digilocker, UMANG, APISethu	C	SeMT / PMU	JSIT	Spl. Secretary
3	DPR on GoI's Financial supporting eGov Projects	C	SeMT / PMU	Spl. Secretary	Secretary
4	RFP on GoI's Financial supporting eGov Projects	C	SeMT / PMU	Spl. Secretary	Secretary, HMIT
5	Evaluation of eGov applications including other dept's projects	C	SeMT / PMU	Spl. Secretary	Secretary

6	AUA-KUA Project → Aadhaar Authentication Services → Transactions through ASA service provider for Implementation of various Govt. Department Flagship programs (Navaratnalu etc) → Payment to service providers	C	SeMT / PMU		Spl. Secretary
7	DSC Keys → Provision of Digital tokens (Fresh & Renewal) for eOffice purpose to various Govt Department → Payment to Service providers	C	SeMT / PMU		Spl. Secretary
8	SSL Certificates → Renewal for eOffice / AP State / AP IT Portals → Payment to service providers	C	SeMT / PMU		Spl. Secretary
9	PORTALS → AP State and AP IT Portal Maintenance and Content updation → Payment to service providers	C	SeMT / PMU	Spl. Secretary	Secretary, HMIT
10	eOffice application Technical Manpower and Software Maintenance → Payment to NIC	C	SeMT / PMU	Spl. Secretary	Secretary, HMIT
11	eOffice → eSign services through CDAC → Payment to CDAC	C	SeMT / PMU		Spl. Secretary
12	Others → Govt. of India / MeitY / Other Departments of GoAP	C	SeMT / PMU	Spl. Secretary	Secretary
13	e-Governance Initiatives as per GO MS No.3 & 1 → Technical Committee remarks to Departmental request's	C	SeMT / PMU		Spl. Secretary
14	BRO of e-Pragati	C	SeMT / PMU	Spl. Secretary	Secretary, HMIT
15	All important correspondences relating to Government of India	C	SeMT / PMU	Spl. Secretary	Secretary, HMIT
16	Ratification of the orders of Corporations	A	SeMT / PMU	Spl. Secretary	Secretary, HMIT

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17	Cabinet Memorandum for eGov policy	A	JS	Spl. Secretary	Secretary, HMIT, HCM
18	Submission of Para wise remarks (Court matters)	B	JS	Spl. Secretary	Secretary
19	Approval Counter (Court matters)	A	JS	Spl. Secretary	Secretary
20	Matters relating to LAQs/SNQs/ LCQs/Assurances/ Rules 304/PAC	A	JS	Spl. Secretary	Secretary, HMIT

**D.Techinal Wing :**

Sl. No.	Subject	Category (A/B/C)	Initiation with relevant rules/ GOs/Acts	Submission with Scrutiny	Decision making
1	SAPNET (Budget Release)	C	Section	Director	Secretary, HMIT
2	APIS (Budget Release)	C	Section	Director	Secretary, HMIT
3	All important correspondences relating to Government of India	C	Section	Director	Secretary, HMIT
4	Cabinet Memorandum for Tech wing Functional works	A	Director	Director	Secretary, HMIT, HCM
5	Write of fees/ dues loses etc	C	Director	Spl. Secretary	Secretary, HMIT
6	Court maters (Submission of Para wise remarks)	B	Director	Spl. Secretary	Secretary
7	Approval Counter (Court maters)	A	Director	Spl. Secretary	Secretary
8	Maters relating LAQs/SNQs/LCQs /Assurances /Rules304/PAC	A	Director	Spl. Secretary	Secretary, HMIT

**E.e-PROCUREMENT Wing:**

Sl. No.	Subject	Category (A/B/C)	Initiation with relevant rules/ GOs/Acts	Submision with Scrutiny	Decision making
1	Approval of Revoking of block listed firms /Contractors.	C	Section / Project Manager	Spl. Secretary	Secretary, HMIT

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2	Approvals to Vupadhi for modification of details of Bank accounts, Company Name, PAN, Address and general Updating of Contractors/firms	C	Section / Project Manager	Spl. Secretary	Spl. Secretary
3	Policy matters on e-Procurement	A	Section / Project Manager	Spl. Secretary	Secretary, HMIT
4	Steering Committee matters	C	Section / Project Manager	Spl. Secretary	Secretary, HMIT
5	Matters relating to LAQs/SNQs /LCQs/Assurances / Rules 304/PAC	A	Section / Project Manager	Spl. Secretary	Secretary, HMIT
6	All important correspondences relating to Government of India	C	Section / Project Manager	Spl. Secretary	Secretary, HMIT
7	Policy matters pertaining to Procurement Policy	A	Section / Project Manager	Spl. Secretary	Secretary, HMIT, HCM
8	Write offs /dues losses etc	C	Section / Project Manager	Spl. Secretary	Secretary, HMIT
9	Cabinet Memorandum for eProcurement Functional works	A	Section / Project Manager	Spl. Secretary	Secretary, HMIT
10	Court matters (Submission of Para wise remarks)	B	Section / Project Manager	Spl. Secretary	Secretary
11	Approval Counter (Court matters)	A	Section / Project Manager	Spl. Secretary	Secretary
12	Matters relating to LAQs/SNQs/ LCQs /Assurances Rules 304/PAC	A	Section / Project Manager	Spl. Secretary	Secretary, HMIT

**F. ADMINISTRATION/ ESTABLISHMENT WING:**

Sl. No.	Subject	Category (A/B/C)	Initiation with relevant rules/ GOs/Acts	Submission with Scrutiny	Decision making
1	Sanction of Additional Charge Pay, Placing of FAC/ In-charge arrangements of Employees	C	Section	JS	Spl. Secretary

1a	Transfers and Repatriations, Intra- Departmental Transfers,	C	Section	JS	Secretary, HMIT
2.	Pay Fixation, Sanction of Periodical Increments, Sanction of Leaves (CL/EL/HPL), reimbursements, Treatment obtained in recognized Hospitals	C	Section	AS	JS
2a	Sanction of Loans and Advances	C	Section	AS	JS
3	Vehicles ( Hire Car Agreements, bill payment, Govt. Vehicle maintenance and Condemnation)	C	Section	AS	JS
4	Payment of Office Telephone /Mobile and Data Card bills	C	Section	AS	JS
5	Purchases of Stationery Items and Non Stationery Items	C	Section	AS	JS
6	Matters relating to LAQs/ SNQs/LCQs/Assurances/Rules 304/PAC	A	Section	JS	Secretary, HMIT
7	Appointment of Advisors	A	JS	Spl. Secretary	Secretary, HMIT, HCM
8	Appointments of Officers	C	JS	Spl. Secretary	Secretary, HMIT
9	Transfer, Postings, Repatriations, Joining time and compulsory wait	C	Section	JS	Secretary, HMIT
10	Purchase of furniture, computers, fax machines, Xerox machines and purchase of any other major equipment	C	Section	AS	JS
11	Disposal of un- serviceable items and sanction of their write off or sanction of their sale	C	Section	JS	Secretary
12	Anti -Corruption Bureau Vigilance cases, Tribunal for Disciplinary Proceedings and Lokayukta cases	C	Section	JS	Secretary, HMIT

13	Explanatory notes on Accountant General, PAC items and all matters relating to House Committee	C	Section	JS	Secretary, HMIT
14	Audit objections Local fund Audit objections /fees write off and write off and waival of losses	C	Section	JS	Secretary, HMIT
15	All important General correspondences relating to Government of India	C	Section	JS	Secretary, HMIT
16	Constitution and appointment of Board of directors of Corporations /Societies	A	Section	JS	Secretary, HMIT, HCM
17	Constitution of various committees at Govt level	C	Section	JS	Secretary, HMIT
18	Constitution of various committees at society level	C	Section	JS	Secretary
19	Ratification of the orders of Head of the Departments and other lower officers	C	Section	JS	Secretary, HMIT
20	Appointments of Consultancy Services issues on requisition from Concerned wings	C	Section	JS	Secretary, HMIT
21	Write off fees/ dues losses etc	C	Section	JS	JS
22	Sanction of Additional Charge Allowances to Medical Bills	C	Section	AS	JS
23	Sanction of Medical reimbursement in relaxation of rules	A	Section	JS	Secretary, HMIT, HCM
24	Creation, continuation and abolition of posts	A	Section	JS	Secretary, HMIT, HCM
25	Approval of panels upto GB/GC/EC	A	Section	JS	Secretary, HMIT, HCM
26	Relaxation of service rules in respect of all categories	A	Section	JS	Secretary, HMIT, HCM
27	Deputation and Trainings within the State	C	Section	JS	Secretary

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28	Deputations and Training abroad	A	Section	JS	Secretary, HMIT, HCM
29	Service matter of Gazetted and Non-Gazetted Officers	C	Section	JS	Secretary, HMIT
30	Service Rules, Acts, Rules, Manuals and amendments (As per service rules)	A	Section	JS	Secretary, HMIT, HCM
31	Disciplinary cases including appeals, reviews and revision for the cadre	C	Section	JS	Secretary, HMIT
32	Constitution of Committee on important issues	C	Section	JS	Secretary
33	Permission to go out of country on leave.	C	Section	JS	Secretary, HMIT
34	Consolidation reports on note to be submitted to CMO, CS, MIT SDG	C	Section	JS	Secretary
35	Submission of Para wise remarks (Court matters)	B	JS	Spl. Secretary	Secretary
36	Approval of Counter (Court matters)	A	JS	Spl. Secretary	Secretary
37	Reply to CAG Audit reports	A	JS	Spl. Secretary	Secretary
38	HR related issues of all Wings and SeMT	C	Section	JS	Secretary

2. The existing norms in AP Business rules 2018 and AP Secretariat Office Manual 2005 shall be followed.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**SAURABH GAUR  
SECRETARY TO GOVERNMENT**

To

The All the wings of Department.

Copy to:-

OSD to Special Chief Secretary to Hon'ble CM.

The PS to Chief Secretary to Government.

OSD to Hon'ble Minister for Information Technology

The PS to Secretary to Govt., IT, E&C Dept., / Spl. Secretary to Govt., IT, E&C Dept.

The GA(Cabinet-II) Department.

SF/SC.

**// FORWARDED :: BY ORDER//**

  
**SECTION OFFICER**